



**Manager for Procurement & Legal Affairs, Sandy Recovery Unit
(Legal Specialist)**

**Unclassified Appointment
(Interim appointment expires September 20, 2017)**

On Monday, October 29, 2012, Superstorm Sandy hit New Jersey, resulting in a level of damage never before experienced in this state. The Disaster Relief Appropriations Act (HR152) provided \$16 billion in funding to the Department of Housing and Urban Development (HUD) *Community Development Block Grant Disaster Recovery (CDBG-DR)* program; an initial allocation of \$1,829,520,000 was made to New Jersey. It is expected that there will be additional allocations of CDBG-DR to New Jersey by the HUD Secretary. The New Jersey Department of Community Affairs (DCA) will administer the CDBG-DR funds allocated to New Jersey to rebuild homes, businesses, and infrastructure impacted by Superstorm Sandy.

The DCA is seeking a Manager for Procurement & Legal Affairs to oversee all procurement and contracting utilizing CDBG-DR Superstorm Sandy funds. A new interim division is to begin operations immediately and expected to remain operational through September 30, 2017.

POSTING NUMBER:	HR- 0019	ISSUE DATE:	March 28, 2013
TITLE:	Manager for Procurement & Legal Affairs, Sandy Recovery Unit	CLOSING DATE:	April 5, 2013
DIVISION / UNIT:	Office of the Commissioner	SALARY RANGE:	\$90,000 - \$100,000
LOCATION:	101 South Broad Street Trenton, New Jersey	DISTRIBUTION:	NATIONWIDE
POSITIONS:	1		

DESCRIPTION OF MAJOR DUTIES:
Under the direction of the division Director of the CDBG Disaster Recovery Unit, the Manager for Procurement and Legal Affairs oversees all procurement and contracting utilizing CDBG-DR Superstorm Sandy funds. Responsible to reviews and ensure compliance of all contracts and agreements with regard to form and substance that involve the utilization of CDBG-DR funds or in any other manner obligate the Department of Community Affairs or the State of New Jersey, as it relates to Disaster Recovery efforts. Oversees staff and contractors responsible for working with DCA Legal and Regulatory Affairs, and coordinates with staff in Treasury Department, the Office of the Comptroller, and the Accountability Officer to establish requirements for procurement policies and procedures for the State and its subrecipients based on full and open competition, and on compliance with relevant federal regulations governing procurement of any nature that contemplates use of CDBG-DR funds. Drafts and implements policies and procedures, including enforcement procedures to prevent fraud, waste and/or misuse of CDBG-DR funds.

REQUIREMENTS:

EDUCATION:
Graduation from an accredited college or university with Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B) degree.

EXPERIENCE:
Three (3) years of experience involving the legal review of contracts and procurement agreements.

PREFERRED QUALIFICATIONS:
Documented experience overseeing federal and/or state procurements. Familiarity with laws and regulations governing the use of federal funds. Documented experience in the practice of contract and/or real estate law in the State of New Jersey. The State of New Jersey seeks to fill this position quickly, with consideration given to individuals immediately available for employment.

LICENSE: Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Human Resources Director
New Jersey Department of Community Affairs
HR# 0019
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer